

**POLICE LIEUTENANT**  
(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible, supervisory positions, the primary duty of which is directing the activities of a patrol shift. Incumbents of this class supervise the uniform patrol division and communications services on an assigned shift, overseeing law enforcement activities of subordinate officers and completing records and reports of shift activities. Police Lieutenants evaluate operations on their assigned shifts and make recommendations for correcting problems. Employees of this class work independently in most areas with work assigned by a superior officer. This class ranks directly below that of Police Captain.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs activities of the patrol division on an assigned shift, including all uniformed officers and communications personnel on that shift. Recommends management policies, goals, and objectives for the assigned shift. Inspects patrol operations on the assigned shift, evaluates the effectiveness of the operations, and recommends changes to correct problems.

Completes forms and records and writes reports required to document activities of the assigned shift.

Makes speeches or conducts demonstrations on law enforcement or crime prevention topics for schools or civic groups. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Conducts roll call in order to give on-coming shift pertinent information related to policy changes, directives, and orders. Holds meetings for the purpose of receiving reports and disseminating information. Assigns work or duty areas and approves leave. Reviews reports written by subordinates and evaluates their work performance. Provides on-the-job training and assistance in technical areas of work, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances and maintains discipline.

Directs patrol operations, including overseeing functions such

as investigating complaints received by the department, handling disturbance calls, protecting scenes of crimes, apprehending and arresting persons suspected of committing crimes, and testifying in court.

Directs traffic control and accident investigations, including overseeing functions such as stopping vehicles whose drivers have committed traffic violations, issuing warnings and citations, handling hazardous traffic situations, and conducting investigations of traffic accidents.

Directs the handling of juveniles activities, including overseeing functions such as patrolling areas of the city where juveniles congregate to prevent or handle problems which may arise involving juveniles, investigating crimes when juveniles are suspected to be involved, and attempting to locate juvenile runaways.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant, with at least one year in that class with the department immediately preceding application to the board.

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